

LEGAL ADMINISTRATIVE COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Legal Administrative Coordinator exists is to provide administrative budget and technology support in the Legal Department. This classification supervises a Support Specialist. Work is performed under general direction of the City Attorney. The Legal Administrative Coordinator classification is distinguished from the Office Coordination Manager classification by the administrative and special project responsibilities for the division.

ESSENTIAL FUNCTIONS

Develops and coordinates the City Attorney budget. Monitors and reports the ongoing status of the department budget.

Strategically plans, evaluates the need for, selects, implements and maintains all legal software products necessary for law office automation.

Develops, writes and maintains a Legal Technology Policy for the City Attorney's Office.

Troubleshoots and provides desktop support and training to end users on all legal software products as well as Microsoft Office as needed.

Designs and maintains the City Attorney's intranet and internet site.

Designs and maintains Access databases for tracking and monitoring outside legal counsel, law library materials, and an inventory of all computer equipment.

Monitors and directs the acquisition, cataloging, and library shelf organization in the law library.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of legal office administration

Department goals, objectives, policies, and procedure

Microsoft Office applications

Basic computer information systems and information technology terminology, concepts, and industry standards.

MS NT and Office software applications and CD-ROM technology.

Ability to:

Establish priorities and meet deadlines and objectives.

Produce written documents and make oral presentations in a clear, concise and effective manner.

Prepare, justify, and monitor division's budget

Produce oral and written reports with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Comprehend and make inferences from written material and verbal and/or written instructions.

Communicate effectively both verbally and in writing

Operate a variety of standard office equipment using continuous and repetitive arm, hand, and eye movement.

Lift and move computer equipment up to 20 pounds

Education and Experience:

Any combination of training, education or experience equivalent to three years of experience in the legal administration field including one year in the area of computer systems that support legal functions.

FLSA STATUS: Exempt

HR ORDINANCE STATUS: Unclassified